

Online Open Enrollment Instructions

From Home through PAN

- Go to www.seattle.gov
- Click on “City Employee Resources” in the *NEED HELP?* section
- After logging into Employee Self-Service, choose “Open Enrollment” under *Benefits*

From a City Computer

- Go to Inweb
- Click on “Self-Service and Time Entry” under Popular Links
- After logging into Employee Self-Service, choose “Open Enrollment” under *Benefits*